



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARKS SIGN SHOP SUPERVISOR

Job Number: 20000565

Job Code: 15600V000101

Job Group: 1500 - PARKS AND RECREATION

Job Established: 07/16/1993

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the complete operation of the Department of Parks' sign and frame shop and performs a variety of duties in the design, construction, alteration and repair of parks signs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in graphic arts, graphic design or a related field.

EXPERIENCE:

Must have two years of experience in sign making or other skilled carpentry trades.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in the design, construction, installation and repair of signs or other skilled carpentry trades will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns and supervises specific tasks in sign making to employees on an order-by-order basis. Develops and implements the Parks Department sign program. Develops and maintains blueprints of sign types, colors and locations at all state parks including size, color, location, paint type, type of construction, installation date, etc. Selects designs, colors and manufacturing technique for signs and determines type of installation. Travels statewide to oversee installation of signage. Interprets blueprint and construction drawings. Produces scaled graphic representations of new signs. Designs and produces auxiliary projects such as banners, custom furniture/cabinets, museum exhibits and picture framing. Responsible for all materials (wood, paint, silk screen, supplies, etc.) and tools used in the sign shop. Maintains raw materials inventory. Handles all purchasing, billing and inter-accounting for sign shop. Develops cost estimates for new sign projects and discusses options with park managers and other Department of Parks management. Prepares detailed reports for division director to include billing information, inventory records, production records and monthly status reports for the sign shop. Responsible for the proper and environmentally safe handling of paint and other chemicals related to the signage industry. Responsible for adherence to Occupational Safety and Health (OSHA) regulations as they relate to equipment and tools required to complete projects.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a shop setting. May risk injuries associated with use of tools, dyes, paints, chemicals, etc. Exposure to noise, dirt, dust, chemicals, and temperature variances.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R. 115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.